

Adjust Hold Settings

The screenshot displays the Abacon library management interface for Elmwood Park Middle/High School. The top navigation bar includes the BLS logo, school name, and links for Home, Dashboard, Catalog, Circulation, Reports, Back Office (circled in red), and Messages. The left sidebar lists various management tasks, with Site Configuration (circled in red) selected. The main content area shows the Site Configuration page with tabs for Catalog, Circulation, Site Info, Receipts/Refund Notification, and Site Administration. The 'Catalog Options...' section is active, containing 'Catalog Maintenance...' (with a checked checkbox for removing deleted titles), 'Library Inventory Options...' (with dropdowns for shelf order and Dewey differences), and 'Destiny Quest Options...' (with radio buttons for themes and a checked checkbox for new arrivals). A 'Save' button is located in the top right of the configuration area.

Step 1: Go to the Back Office and click Site Configuration.

ELLS School Library Consortium
List All Sites

Elmwood Park Middle/High School

Abacon Log Out Help Community

Home Dashboard Catalog Circulation Reports Back Office Messages

Site Configuration

Manage Patrons
Update Patrons
Import Patrons
Export Patrons
Manage Homerooms
Upload Patron Pictures
Library Policies
Access Levels
Calendar / Hours
Site Configuration
Inventory
Job Manager

Catalog Circulation Site Info Receipts/Refund Notification Site Administration

Save

Library Options

- Allow library materials to circulate to all patrons in the district ?
- Allow library materials to be renewed at the borrowing site ?

Calculate library loan periods based on days ?

- Automatically calculate fines for overdue items ?
- Require explanation when waiving library fine ?
- Require explanation when issuing library refunds ?
- Automatically create fine for lost library materials ?
- "Lost" library materials must be returned in a timely fashion to generate a refund ?
Calendar days from date "lost" before a paid library fine becomes non-refundable:
- Display TitlePeek cover images in Check Out - Check Out ?
- Display TitlePeek cover images in Check Out - Items Out ?
- Display TitlePeek cover images in Check In ?
- Turn on Ready Scan Check In functionality ?

Patrons

- Display patron pictures
Select this option if you would like patron pictures to appear by default in Circulation Desk.
- Allow patrons to create their user name and password ?

Holds/Reserves

Ready reservations open days in advance of the requested start date. ? ←

- Automatically delete expired holds after calendar days ?
- Set the default interlibrary loan delivery method to ?
- Enable once daily email reminder for Holds and ILLs

Step 2: Click the **Circulation** sub tab.

Step 3: Under **Holds/Reserves** adjust the **Ready Reservation** to **14** open days.